

Lake County Dept. of Utilities
Seasonal Employment Program
Business/Records Clerk

The Lake County Department of Utilities is currently seeking seasonal employment for positions of Business/Records Clerk. Job duties will include assisting the Administration Group with filing, indexing, shredding and disposing of documents, type file labels, scan documents, sort or classify information, data entry , and general office duties.

Preferred skills include Microsoft Office applications, keyboarding, Business English, spelling and grammatical punctuation; organizational, accuracy, verbal and written communications, office procedures and equipment.

This is a temporary, full time, position beginning in May and extending through the end of summer. Applicants must be at least 18 years of age and have a valid Ohio driver's license. The hourly rate will be \$10.07 per hour. Applicants can send resumes to Kelly Andino, Human Resource Administrator, at 105 Main Street, Painesville, OH 44077, or email to Kelly.Andino@lakecountyohio.gov by February 18, 2016.